

Contract Administration II








Contract Administration II



Cost Management

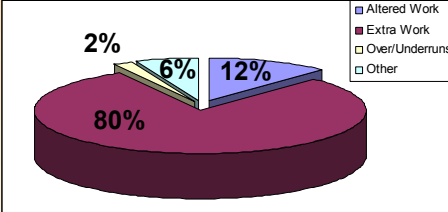
- Policy
 - Exceeds threshold 15%, 100% or \$100,000 contract design
 - Seek most economical and beneficial alternative/ solution
- Notifying Contractor of overrun
- Article 104-5
- Notifying Program Development Branch if project overrun is to exceed \$500,000

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Supplemental Agreements

- Approximately 1,100 SA's in 2005
- Net overrun to projects: \$32 million
- Authority for change:



Authority for Change	Percentage
Extra Work	80%
Altered Work	12%
Over/Underruns	6%
Other	2%

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Supplemental Agreements

- Alteration of Work (Article 104-3)
- Suspension of Work (Article 104-4)
- Overrun/Underrun of quantities (104-5)
- Eliminated Contract Items (104-6)
- Extra Work (104-7)
- Value Engineering Agreements (104-12)
- Leftover Materials Payments (109-6)
- Alterations in Contract Time (108-10)
- Wasting of suitable unclassified excavation (225-3)

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Supplemental Agreements

- ☞ Is the SA work necessary for the satisfactory completion of the project?
- ☞ Do not duplicate the Standard Specifications in the SA



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Supplemental Agreements

Contract Time Extensions

- ☞ RE may grant time extensions for performance of extra work only
- ☞ Must affect the controlling operation
- ☞ Other time extensions must be approved by the Construction Unit

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Supplemental Agreements

Design - Build Projects

- ☞ Must alter original project scope
- ☞ Pro-rata time extension should not apply to SA
- ☞ Include design costs in the SA
- ☞ Work may necessitate 2 SA's:
 - ☞ Design/ investigation
 - ☞ Performance of work

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Supplemental Agreements

Approving Authority	Surfacing & Resurfacing Projects	TIP Projects
Resident Engineer	Extra work ≤ \$25,000 <i>May Approve time to perform work</i>	Extra work ≤ \$25,000 <i>May Approve time to perform work</i>
Roadway/ Bridge Construction Engineer	Any work, excluding extra work > \$25,000 to ≤ \$100,000 <i>May Approve time to perform work</i>	Any work > \$25,000 to ≤ \$100,000 <i>May Approve time to perform work</i>
Division Engineer	Extra Work- Unlimited \$	See Resident Engineer
State Construction Engineer	All Issues, excluding extra work- Unlimited \$	All Issues- Unlimited \$

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Supplemental Agreements

- ☞ 2005 SA Training
 - ☞ Was the training beneficial?
 - ☞ Is more needed?
- ☞ FEEDBACK...




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Claims Process

- ☞ Work cooperatively to resolve
- ☞ Authority Levels
- ☞ Procedures for review
- ☞ Total Cost Claims
- ☞ Process Flowchart



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Final Inspection

- ⌘ Finish as you go
- ⌘ Put it on the final punch list
- ⌘ People forget things, turnover
- ⌘ Establish a running list



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Final Inspection

There is a joint responsibility (Contractor and Department) to identify items that need corrective action.



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Final Inspection

- ⌘ Common Punchlist Items
- ⌘ Procedure for Scheduling Final Inspection



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Final Inspection

Dropoffs

Should not exceed the maximum allowable difference in elevation allowed by the traffic control plans



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Final Inspection

Borrow and Waste Sites

- ☞ Sites should mirror reclamation plans
- ☞ Washes should be repaired
- ☞ Specifications require established vegetation
- ☞ No standing water unless specified by reclamation plan



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Final Inspection

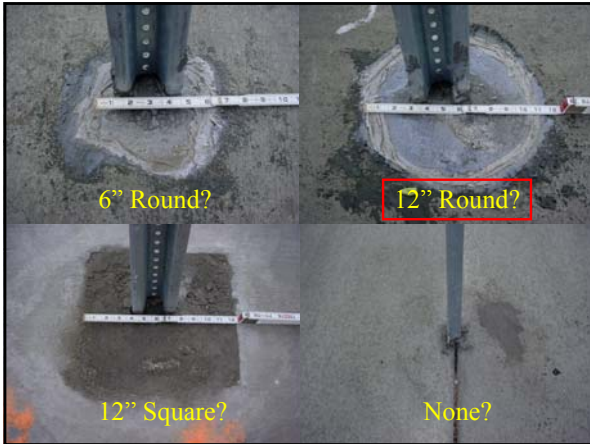
Signs

- ☞ Correct height
- ☞ Correct orientation
- ☞ Clean
- ☞ No scratches or dents



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Final Inspection
Pavement

- ☞ Tie-downs
- ☞ No standing water
- ☞ Utilities at correct height
- ☞ Fuel spills



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Final Inspection
Pavement Marking

- ☞ Reflectivity
- ☞ Marking on pavement joints



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Final Inspection
Pavement Marking

Alignment

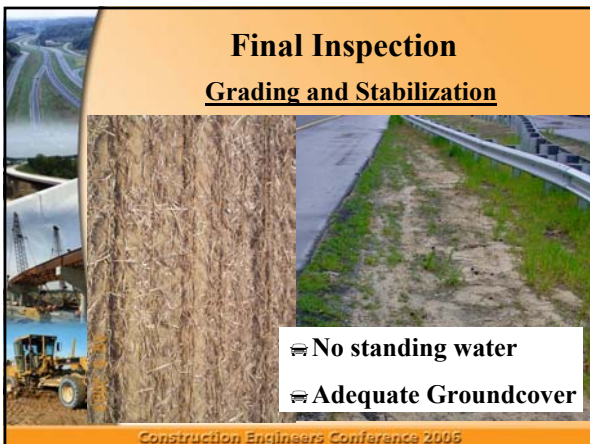


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Final Inspection
Grading and Stabilization

- ☞ No ruts or slope washes
- ☞ Erosion control measures removed



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Final Inspection
Grading and Stabilization

- ☞ No slope washes



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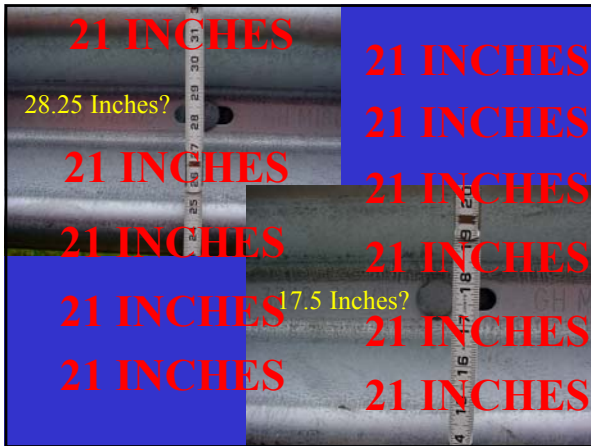


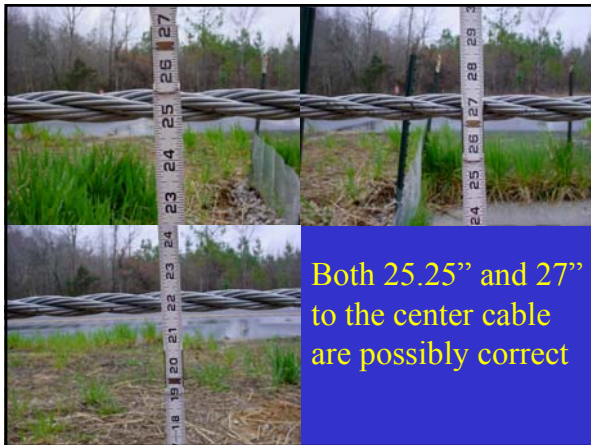
Final Inspection
Guiderail & Guardrail

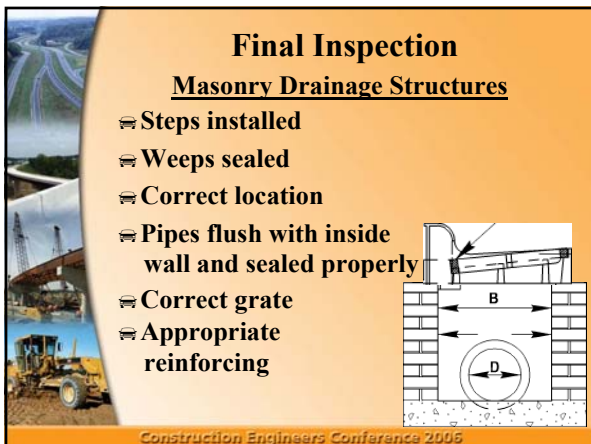
- ☞ Bolts and cables tightened
- ☞ Reflectorization
- ☞ Correct cross slope
- ☞ Proper height
- ☞ Manufacturer's installation instructions

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Final Inspection
Masonry Drainage Structures



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Final Inspection
Masonry Drainage Structures

- ⌚ Corbel a maximum of 1/4" per brick/block every other course, maximum of 3" off vertical
- ⌚ False wall
- ⌚ Reinforced concrete lid



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Final Inspection

Performing the final inspection does not relieve the contractor of maintenance until final acceptance



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Project Closeout Conference

- ⇒ Expectations
 - ⇒ Resolve Quantity Issues
 - ⇒ Resolve Time Extension Issues
 - ⇒ Resolve Additional Compensation Issues
 - ⇒ Discuss Project “Successes” and “Failures”
- ⇒ Issues Presented Prior to Conference
- ⇒ Internal Agreement
 - ⇒ Prior to Conference
 - ⇒ During Conference

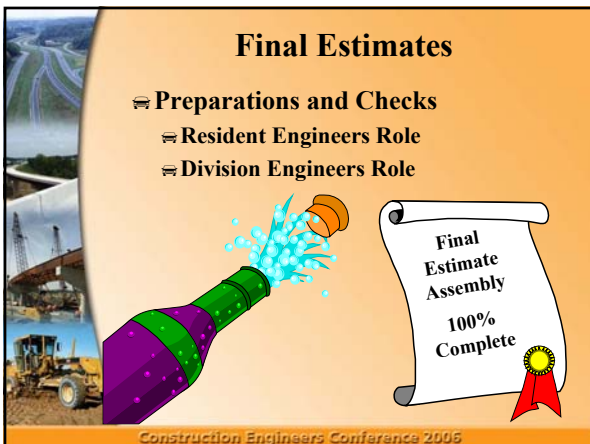
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Project Closeout Conference

- ⇒ Authority Level
 - ⇒ Roadway / Bridge Construction Engineer
(Approve issues up to \$100,000 and 30 days)
 - ⇒ State Roadway / Bridge Construction Engineer
(Approve issues greater than \$100,000 and 30 days)
- ⇒ Documentation

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Final Estimates

- ⇒ Preparations and Checks
 - ⇒ Resident Engineers Role
 - ⇒ Division Engineers Role

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Final Estimates

- ⌘ **Final Estimate Assembly**
 - ⌘ Transmittal Letter
 - ⌘ Contract Time Extension Report
 - ⌘ Liquidated Damages Report
 - ⌘ Contractual Overrun Calculations Sheets
 - ⌘ As-Constructed Plans and Cross-Sections
 - ⌘ Supporting Documents

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